

CITY OF IRONWOOD

PUBLIC SAFETY DIRECTOR IRONWOOD PUBLIC SAFETY DEPARTMENT

General Summary

The Director is responsible for managing all aspects of the City's police and fire fighting functions. Activities under the supervision of the Director include police patrols, fire protection, fire code inspection, criminal investigations, traffic safety, hazardous materials response, weapons of mass destruction response, and emergency management. Develops departmental policies, practices and procedures in accordance with governing statutes.

Supervision Received

Work is performed under the general supervision of the City Manager.

Supervision Exercised

This employee supervises directly, or indirectly, a staff of Public Safety Officers in supervisory, police, fire, and administration. The position is also responsible for the management of the City of Ironwood Volunteer Fire Department.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any, or all, of the following (**Does Not** include **all** tasks employee may be expected to perform):

1. Plan, organize and direct the office and field activities of the City Public Safety Department
 - a. Plan and coordinate the work schedule of Public Safety Officers to provide effective protection to citizens and their property.
 - b. Review reports completed by Officers to assure application of approved police practices.
 - c. Participate in the selection, orientation and training of department personnel and evaluate the performance of subordinates.
 - d. Advise/assist subordinates in emergency/unusual work situations.
 - e. Coordinate the purchase and repair of equipment and facilities.
 - f. Investigate complaints and initiate remedial action as required.
 - g. Prepare department budget request each year, maintain records of supplies, equipment, and uniform expenditures and requests.
 - h. Submit reports of activities as required by other law enforcement agencies.
 - i. Plan, implement and participate in community education programs on various aspects of public safety.
 - j. Perform non-routine investigative work.
 - k. Perform daily Public Safety Officer duties as needed.
 - l. Enforce City of Ironwood Fire Prevention Codes and assist in the enforcement of Building Codes under the direction of the City Building Official or Inspector.

2. Act as Emergency and Disaster Planning Manager under the direction of the City Mayor and City Manager
3. Coordinate "Right to Know" responsibilities under the direction of the City Manager.
4. Assist the building inspector in unfit housing cases, demolitions, and fire inspections;
5. Issue permits/licenses (i.e., fire permits, taxi licenses, etc.).
6. Responsible for all emergency related communication systems for the City.
7. Provide safety training/inspections as requested and appropriate for all City employees.
8. Cultivate positive working relationships with other City departments and community groups.
9. Work with the City Manager regarding departmental personnel matters including hiring, firing, promotion, and discipline.
10. Identify and apply for grants to fund departmental initiatives.
11. Promulgate and enforce departmental policies and procedures.
12. Assist City administration in negotiating labor contracts.
13. Promote and cultivate positive working relationships between the department and other law enforcement agencies.
14. Direct and coordinate with volunteer firefighters.
15. Perform related work as required.
16. Assist Code Enforcement Officer with blight prevention.

Minimum Qualifications

- Education and Experience:

1. Graduation from high school education or GED equivalent.
2. An Associate's Degree, preferably supplemented by a Bachelor's degree from a recognized school or university, with specialization in criminal justice or a related field.
3. Six (6) years of progressively more responsible experience as a public safety officer with a recommended two years of supervisory experience.
4. Certification or certifiable by the Michigan Commission on Law Enforcement Standards (MCOLES).

- Necessary Knowledge, Skills and Abilities:

1. Knowledge of the principles, practices and procedures of modern police science to implement effective city law enforcement operations.
2. Knowledge of federal and state laws and local ordinances and their limitations on police authority to inform subordinates and supervise their enforcement.
3. Knowledge of scientific methods of crime detection and prevention, skill in using firearms, communication, and automotive equipment used in police work to protect the community, and train and evaluate subordinates.
4. Knowledge of the principles and practices of fire department administration to provide efficient and effective fire protection in the community.
5. Knowledge of basic accounting and record keeping procedures to prepare the departmental budgets and reports for the city administration.
6. Skill in coordinating, assigning and supervising the work of a large staff.
7. Ability to make effective oral and written presentations.

Other Requirements

1. Valid Driver's license.

2. Ability to make effective oral and written presentations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, see, smell, crouch, crawl, bend, climb or balance, stoop, kneel, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee must frequently lift and/or move objects weighing up to 75 pounds and occasionally lift and/or move objects more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus under a variety of light conditions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both indoors and outdoors. Outdoor work may be subject to inclement weather and other hazards including moving mechanical parts, high or precarious places, combustible materials, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level varies from quiet to loud.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.